

# FLIGHT DUTY



Marine Corps  
Administrative Analysis  
Team

1 Jul 03

# REFERENCES

- DODFMR Chap 22
- MCO P1080.40C (MCTFSPRIM)
- MCO P1000.6G (ACTS Manual)
- MCO 1326.2G (ADMINISTRATION OF TEMPORARY FLIGHT ORDERS)
- MCO P1300.8R (MARINE CORPS PERSONNEL ASSIGNMENT POLICY)

# Flying Duty Pay

- Incentive pay awarded to personnel under competent orders to participate in regular and frequent aerial



# Crew member

- An officer or enlisted member involved in frequent and regular performance of aerial flight who performs flight duties directly related to actual aircraft operations or directly contributes to in-flight operation and maintenance of associated equipment in the aircraft.

# Crew Member in Training

- An officer or enlisted member in training for qualification as a crew member.
- Members previously qualified as crew members retraining for another MOS shall be placed in a Non-Crew Member status until they achieve qualification as Crew Members.

# Non-Crew Member

- An officer without aeronautical designation, or an enlisted member, on competent orders to perform duty involving frequent participation in aerial flight, but who does not perform flight duties which relate to the actual operations of the aircraft or directly contribute to the in-flight operation or maintenance of associated equipment in the aircraft.

# Aviation Career Incentive Pay (ACIP)

- Incentive pay paid to officers under competent flight orders to an aviation facility leading to the awarding of an aeronautical rating or designation and continues without exceptions as long as the flight rating remains in effect.

# Issuance of Temporary Flight Orders

- The assignment of personnel to duty involving flying duty is on a **temporary** and **strictly voluntary** basis.
- All orders will be classified either
  - Definite or Indefinite
  - Crew Member or Non-Crew Member



# Issuance of Temporary Flight Orders

- Temporary flight orders shall be reviewed on a monthly basis to ensure unit accountability.
- Flight orders shall be issued on the basis of valid requirements, actual aircraft allowances and allocations of temporary flight orders from the Commandant of the Marine Corps.

# Issuance of Temporary Flight Orders

- Temporary Flight orders shall not be issued solely for the purpose of fulfilling flight requirements for pay purposes or as a reward for faithful service.
- Temporary Flight orders shall not be issued for the performances of functions which can be accomplished by personnel already in receipt of flight orders.

# Issuance of Temporary Flight Orders

- Temporary-Indefinite. These orders are issued to non-crew members for a period that is expected to **exceed 1 month**.
  - This category is utilized for aerial gunner / observers.
- Temporary-Definite. These orders are issued to non-crew members for a period that **1 month or less**.
  - This category is utilized for all other types of non-crew members.

# Crew member Flight Orders

- Personnel who are specifically assigned as regular full-time members of flight crews, such as aircraft flight engineers, airborne radio operators, and basic navigators.
- Crew Chiefs and Assistant Crew Chiefs.

# Crew member Flight Orders

- Instructors who present in-flight instruction as part of a formal school.
- Personnel assigned to airborne command post, NATOPS inspectors and instructors and Communication System Operator, Airborne (HMX-1).

# Non-Crew Member Flight Orders

- Personnel under instruction in an established course in which airborne instruction is part of the curriculum.
- Personnel assigned duties requiring occasional participation in aerial flight for special purposes which cannot be performed by a person already in receipt of flight orders.

# Non-Crew Member Flight Orders

- Personnel participating in a prescribed course of instruction to qualify/re-qualify as a helicopter aerial gunner/observer.

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# Non-Crew Member Flight Orders

- Personnel whose duties require frequent and regular participation in aerial flight to perform test, research, or evaluation of airborne technical equipment which cannot be performed by crew members already in receipt of flight orders.



# Minimum Flying Time Each Month

- Four hours of aerial flight during one calendar month.
- However, if a member does not fly 4 hours in any month, hours flown during the last 5 preceding months, which have not already been used to qualify for flight pay, may be applied to meet this 4 hour requirement.

# Eligibility For Flying Duty Pay

- Be in receipt of orders to duty involving flying duty.
- The orders must be issued to the member prior to the time that member enters upon such duty.
- Orders cannot be issued retroactively.

# Orders

- Must be signed by the CO or by the officer acting in the absence of the commanding officer.

# Orders

- Crew members. Flight orders must be issued as crew member temporary-indefinite and will be for a duration of not less than 120 days.
- Both the starting date and termination dates of the assignment will be stated in the orders.

# Orders

- Non-crew members. Non-crew members orders shall be issued in one of the following categories:

# Orders

- **Temporary-Indefinite.** These orders will be issued to non-crew members for hazardous duty that will be performed for a period that is expected to exceed 1 month.
- The starting date will be stated in the orders. The termination date may or may not be stated.

# Orders

- **Temporary-Definite.** Flight orders that will be issued to non-crew members for hazardous duty that will be performed for a period of 1 month or less.
- This category is utilized for all other types of non-crew member flight orders.

# **Note:**

- Orders to duty involving flying are effective from the date the member reports for and enters upon duty under flight orders, and remain in effect until the date the orders are terminated.
- Temporary flight orders may remain in effect when the individual is away from the parent unit on temporary duty directly or indirectly related to the crew position to which the member is assigned.



# Non-Entitlement to Incentive Pay For Flying Duty.

- Members in a non-duty status, such as on leave or sick, when temporary flight orders are issued, the orders shall not be effective for pay purposes until that person returns to a full duty status and has entered upon such duty under such orders.

# Removal From Duty Involving Flying Duty

- Crew members shall be given at least 120 days advance notification prior to being involuntarily removed from flying status through no fault of their own.
- The intent of this 120 day advance notification policy is to provide sufficient notice of removal of flying duty and the loss of flying duty pay.

# Removal From Duty Involving Flying Duty

- Non-crew members may be removed from flight status at anytime, either voluntarily or involuntarily, without advance notification.

# Suspension Due to Medical Reasons

- Personnel are considered to be medically incapacitated for duty involving flying when hospitalized, admitted to sick list and placed in a limited duty status.
- Personnel whose medical incapacity is considered permanent by competent medical authority, will have their ACIP terminated on the first day following a period of 180 days that commences on the date of incapacitation

# Officers Ordered from a Flight Billet to a Non-Flight Billet

- Marine Officers who are entitled to ACIP are flight officers by trade, and are to be classified as serving in one of two categories:

# DIFOP

- Assigned to a billet requiring operational flying (OPFLY) duty.

# DIFDEN

- Assigned to a billet **not** requiring operational flying (OPFLY) duty.

# Normally

- The text of PCS orders for a flight officer will indicate that the officer will be assigned to duty in either a DIFOP or DIFDEN status.
- There is a requirement to report a unit diary entry to indicate a DIFOP or DIFDEN status.
- This is crucial because it affects a flight officer's accumulation of time toward OPFLY "**gates**".



# Gates are defined as follows

- Years in    Years in

| <u>Aviation</u><br><u>Service</u> | <u>OPFLY</u><br><u>Status</u> | <u>Entitlement</u>         |
|-----------------------------------|-------------------------------|----------------------------|
| 12<br>service *                   | 6 or more                     | 1st 18 yrs aviation        |
| 18<br>**                          | 9 or more, less than 11       | 1st 22 yrs officer service |
| 18<br>service **                  | 11 or more                    | 1st 25 yrs officer         |

\* aviation service - date officer entered aviation service

\*\* officer service - date officer was commissioned

# Reporting DIFDEN on the unit diary

- Stops the "counter" from adding the non-flying duty service towards the OPFLY gates.
- Ensure you look at the assignment orders, the ACTS Manual, and PRIM in order to properly report either a DIFOP or DIFDEN status.